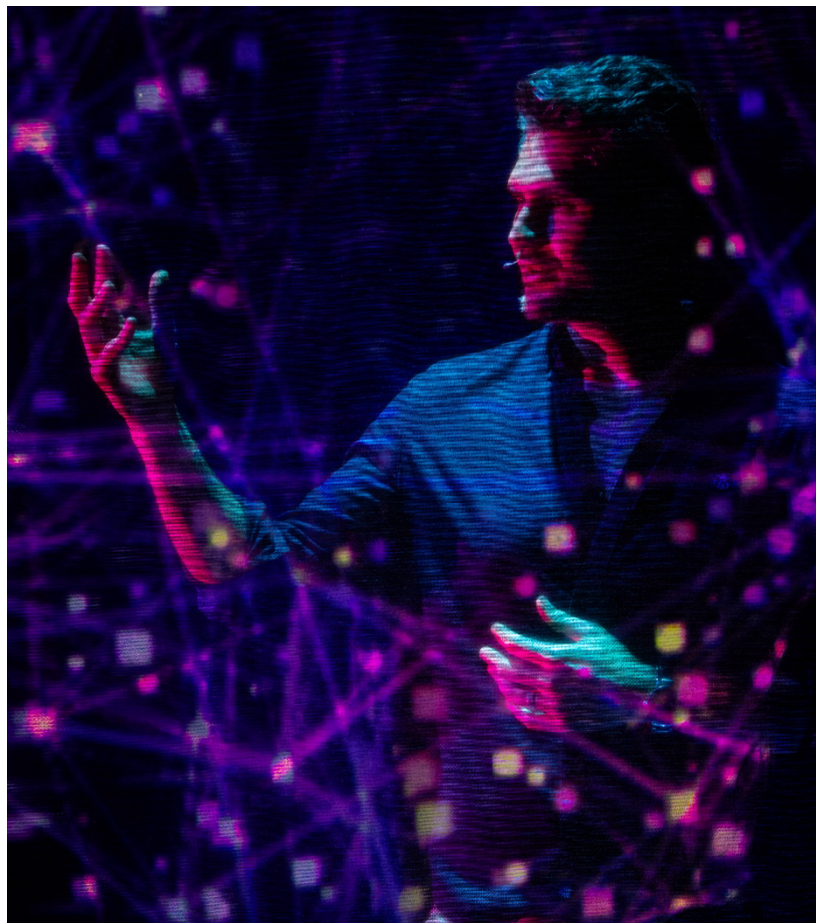




Executive Director

Recruitment Pack
2026



Thank you for your interest in the role of Executive Director at The Javaad Alipoor Company!

The contents of the pack include:

- Artistic Director's note
- Job Description
- Summary of terms
- About the Company,
- How to Apply

If you would like this document in a different format, please contact vicki@achates.org.uk.

ARTISTIC DIRECTOR'S NOTE

Thanks for your interest in joining our company at this vital moment in our development. We're a company with real momentum, who has made work across the world, in different forms and always with a focus on a singular vision; that theatre and art can ask questions and hold ideas in a way that nothing else can. Our plans for the next stage of our work include producing works at larger scales than before, work across theatre, digital and other forms, developing new and innovative international co-producing models and transforming our audience and artists development footprint in our home city of Manchester.

At a time of increased international turbulence, we know two things are true; that the challenges of making contemporary, challenging and new work are only going to increase, and that such work is more vital than ever before.

We are looking for a confident, passionate, driven and ferociously competent individual who can play a vital role as we seek to increase the impact of our work. The successful candidate will work closely with me, our brilliant board of trustees and our wider community of artists, audiences and partners to push the company into our next chapter. They will play a critical role helping us to carve out an understanding of what twenty first century theatre can be, and the role it can play.

I look forward to hearing from you,



Javaad Alipoor

JOB DESCRIPTION

ROLE SUMMARY

Job Title: Executive Director

Reporting to: Artistic Director/CEO

Responsible for: Producer, Company Administrator, Adding Value (external finance management), Freelancers where appropriate.

Main Purpose of the Post

The Executive Director sits at the heart of the company. Working in close partnership with the Artistic Director/CEO, they will bring their own strategic approach to the work of TJAC and its future direction bringing unparalleled attention to detail and drive to contribute to the scale and ambition of our work. They will support and work alongside the Artistic Director & CEO to deliver the strategic aims and objectives of TJAC.

The Executive Director is responsible for the strategic planning and financial stability of the company. They will lead the HR function of the company and will work with the Artistic Director to create an internal culture that lives up to the company's [manifesto](#) and vision for what theatre and art can be.

If you would like to arrange an informal, confidential conversation to learn more about the role then please contact Vicki Grace, Director of Recruitment and Organisational Change at Achates on vicki@achates.org.uk who will be happy to set this up.

Accountabilities

Governance and compliance

- With the support of the Company Administrator, act as company secretary
- With the Artistic Director, support the Trustees in the discharging of their responsibilities.
- Ensure the company is compliant with all statutory and legal requirements.

Strategy (Shared with Artistic Director & CEO)

- With the Artistic Director, develop, implement and update strategic business plans, artistic/statutory policies, and company manifesto.
- Advocate, lobby and network for the company, nationally and internationally.
- Develop our national and international network of co-producers, presenters, interlocutors and collaborators.
- Act as first point of contact with funders and stakeholders.

Finance

- Ensure the effective, efficient and strategic financial management of the company.
- Be responsible for all financial matters including the preparation and presentation to the Board of management accounts, cashflows, detailed annual budget and annual accounts.
- Oversee the Company Administrator and Producer to undertake financial management duties including the timely reconciliation of credit cards and management of project budgets.

Programme

- Work with the Artistic Director, Producer, and freelance teams to plan and deliver across all strands of our work.
- Negotiate co-producing, partnership and key rights contracts on behalf of the company. With the Artistic Director act as top line Executive Producer of projects, devolving overall line production to the Producer.
- Oversee the Producer and check in at key project milestones to ensure the projects are on track to be delivered on time and within budget
- Manage freelance and tour producers
- In collaboration with the Artistic Director, broaden and strengthen TJAC's network of national and international co-producers, presenters and other partners.

Operations

- Ensure the company is compliant with up-to-date legislation, policies and procedures – including but not limited to: wellbeing, code of conduct, HR, ethical fundraising, finance and health and safety.
- Act as Safeguarding Lead
- Ensure the company is fully insured
- Lead on risk management
- Ensure the company meets its obligations as a Living Wage Employer
- Ensure the company meets its inclusivity and sustainability objectives and implement best practice across the team
- Oversee evaluation and reporting for funders and to track performance
- Oversee the Company Administrator to ensure company administration is up to date and in order.

Management

- Lead on HR strategy and implementation including managing staff milestones, performance reviews and training
- Manage staffing needs, leading on recruitment, contracting and line management of all staff.
- Oversee the management of reporting and administrative procedures.

Communications

- Work in tandem with the Artistic Director to oversee marketing and communications, brand, and audience development
- Ensure GDPR and data protection compliance

Income generation

- Lead on writing and implementing the fundraising strategy
- Lead on innovative business development to exploit and harness funding, including through IP and other earned income streams
- With the Chair of the Board and Artistic Director lead on developing individual giving and partnership income streams

General

- Carry out other duties commensurate with the post.
- Represent the organisation externally where appropriate.



Elmet, 2025 © Lee Baxter

SUMMARY OF TERMS

SALARY: £50,000 per annum

CONTRACT: Full-Time

ANNUAL LEAVE: 25 days holiday per annum + UK bank holidays. (Holiday year runs 1st April to 31st March).

PENSION: 3% employer contribution

WORKING HOURS: Standard 40 hours (including lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required.

PROBATION: Three months, during which either party may terminate the contract with four weeks' notice.

NOTICE PERIOD: Four months following the successful completion of the probation period.

PLACE OF WORK: This is a Manchester-based role. We currently operate a 3/2 spilt with team members largely working Tue-Thur in office, Monday & Friday from home.





ABOUT THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Established in 2017 and founded by Javaad Alipoor – a British-Iranian, Manchester-based, and Bradford-built artist and writer – we are committed to making new work with diverse artists for diverse audiences and communities.

Our work is rooted in international collaboration and contemporary politics, working across disciplines with a portfolio that includes theatre, education, podcasts, digital performance, research, analysis, dramaturgy, and new writing.

We recommend you read the company's manifesto to get a sense of our work:

<https://javaadalipoor.co.uk/manifesto/>

The Javaad Alipoor Company is led by Artistic Director and CEO, Javaad Alipoor. The Executive Director will work closely with the Artistic Director and CEO to lead the company. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

DIVERSITY & INCLUSION

As a company led by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity and we are committed to building a team that fairly represents our audiences and collaborators, at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by 5pm on Wednesday 25 February 2026.

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email as a PDF or Word attached to Vicki Grace (Director of Recruitment and Organisational Change at Achates who are supporting us in this search) on recruits@achates.org.uk.

If you would like to arrange an informal, confidential conversation to learn more about the role then please contact Vicki Grace, Director of Recruitment and Organisational Change at Achates on vicki@achates.org.uk who will be happy to set this up.

RECRUITMENT TIMELINE

Application Deadline: Wednesday 25 February at 5pm

Interviews

First round: Friday 6th March in person at our offices in Manchester

Second round: Friday 13th March in person at our offices in Manchester

Please do let us know within your application if there are any times you can't do during these days for an interview.

Contract commences: As soon as possible.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.



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